



Job Opportunity

State Controller's Office

Position: Associate Governmental Program Analyst
Staff Services Analyst

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, Suite 1508, Sacramento, CA 95814

Issue Date: July 26, 2000

Final Filing Date: Until Filled

Contact/Telephone:

Janet Miura, (916) 322-2688

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-5393-015
051-120-5157-xxx

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Manager of Planning and Facilities Management (Staff Services Manager I), perform analytical studies/projects for various business services functions, such as, but not limited to, voice telecommunications systems, office space lease management, design, transportation management, facilities project management, and records management.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Coordinate lease management services with the Department of General Services, lessors, executive staff, and internal division representatives.
- Provide consultative/analytical services to all levels of management and staff on issues related to SCO's leases.
- Perform as telecommunications representative/project leader for SCO's wireless communications (cellular, pagers) and multi-line phone design, installation, and maintenance.
- Coordinate various facility-related projects, such as office space design, move services, data communication, etc.
- Serve as SCO transportation coordinator.
- Serve as records management coordinator for SCO.

Desirable Qualifications

- Ability to manage projects and work assignments and meet critical deadlines;
- Excellent communication and inter-personal skills;
- Excellent negotiation and conflict resolution skills;
- Knowledge of a variety of the State's business services functions, rules, and regulations.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

300 Capitol Mall, Suite 1508

Sacramento, CA 95814

Attn: Janet Miura